

**Yorkville Public Library**  
Board of Trustees  
Monday, March 14, 2016, 7pm  
902 Game Farm Road – Library Historic Wing

The meeting was called to order at 7:00pm by Vice-President Barb Johnson.

**Roll Call:**

Sandy Lindblom-yes, Barb Johnson-yes, Jo Ann Gryder (arr. 7:03pm), Russ Walter-yes, Carol LaChance-yes, Susan Chacon-yes, Wamecca Rodriguez-yes

Absent: Beth Gambro, Kate Elder

**Others Present:**

Library Director Michelle Pfister  
Alderman Liaison Seaver Tarulis  
Daniel Chacon

**Recognition of Visitors:**

Vice-President Johnson recognized the guests.

**Amendments to the Agenda:**

Ms. Johnson asked to add a discussion under New Business for a proposal by Ms. Rodriguez. Ms. Lindblom asked to add a discussion under Unfinished Business regarding the commemorative plaque.

**Minutes:** February 8, 2016

The minutes were approved as presented on a motion and second by Trustees Lindblom and LaChance, respectively. Approved unanimously by voice vote.

**Correspondence:**

Ms. Pfister received a thank you from a patron to whom books are delivered and a birthday gift was given from staff. A thank you was also received from Winston Gambro for exhibiting his artwork and hosting an art show at the library. Girl Scout troop #1441 thanked the library for donating books for their little downtown library and for Ms. Pfister attending their ribbon-cutting ceremony.

**Public Comment:** None

**Staff Comment:** None

**Report of the Treasurer:**

**Check Register**

Treasurer Lindblom highlighted the monthly bills and noted the high amount for light bulbs of \$274.74. She is going to determine the yearly expense for light bulbs. Ms. Johnson noted that the Lion's Club would be willing to sponsor the renewal subscription for *The Chicago Tribune*. The total from this report is \$15,285.81.

### **Payroll Summary**

The two payrolls for the month are \$17,571.22 and \$17,136.26.

### **Bill List Summary**

The total is \$59,148.49.

### **Budget Report**

Ms. Lindblom reported the budget is at 83% of the FY, 95.66% of the revenue and that expenses are on track. Operating Supplies and Outside Repair/Maintenance are over budget, while other items are under budget. Development fees of \$3,450 were received. Books and Memorials shows a balance of \$6,690.08 of which \$4,000 is from the Friends for children's book purchases.

### **Cash Statement**

It was noted the payrolls are higher due to the recent salary increases.

### **Payment of Bills**

Ms. Gryder moved and Mr. Walter seconded a motion to pay the bills as follows:

Accounts Payable:	\$24,441.01
Payroll:	\$34,707.48
TOTAL:	\$59,148.49

Roll call: Johnson-yes, Gryder-yes, Walter-yes, LaChance-yes, Chacon-yes, Rodriguez-yes, Lindblom-yes. Passed 7-0.

### **Report of the Library Director:**

1. Library stats were reported and check for \$302.85 for fines was received
2. Library is a member of Yorkville Chamber and receives emails and can place info on Chamber website. Upcoming library programs were added to that site.
3. Information was placed on library website asking for area businesses to host storytimes for youths. Last summer library staff went to various parks for storytimes. Panera has been hosting, but now wants to change to afternoons (when kids take naps).
4. Ms. Gryder attended Friends meeting and said \$3,600 from mini-golf will be earmarked for youth department. A Lego table will also be purchased. Friends group also discussed how to use Chamber to promote Friends' activities at the library. She encouraged staff attendance (2 library representatives are allowed) at the Chamber meetings to network.
5. 44 people attended Winston Gambro's art show
6. Creative coloring for grownups was held with 8 in attendance. Next session is March 16.
7. 250 attended Chicago Lego User Group
8. Ms. Pfister noted there is voting for favorite books at Ms. Rodriguez' school and mentioned upcoming book fair (more discussion under New Business)
9. Library provides books for new babies 0-3 months, parents must have library card and baby also gets first library card.

### **City Council Liaison**

Alderman Tarulis reported the senior housing was approved, but reduced to 2 stories and the Countryside street improvement project will be moving forward.

**Standing Committees:** None

## **Unfinished Business:**

### **Evening Hours**

Ms. Gryder said this topic was discussed at the Friends meeting and Shelley offered to compile a spreadsheet showing the heavy computer usage in the mornings. The Friends agreed there should be extended hours including Sundays. Ms. Rodriguez said the Board should look at the costs and she commented that working parents cannot attend programs in the daytime. She would like to see programs later in the day (5-6pm). She added that computers could be used at night and that patrons would feel like they are getting their money's worth from library cards if there were extended hours.

It was stated that a minimum of 4 staff persons are needed for extra hours and Ms. Chacon had done an analysis of the costs recently. Ms. Chacon will update the report considering the recent salary increases. Ms. Johnson agreed with Ms. Rodriguez that working parents must be accommodated. Mr. Walter proposed that the library be open later for one day initially and add more hours if possible. This item will also be kept on the agenda for ongoing discussion.

### **Approve Budget for 2016/17**

Proposed items were highlighted on the budget and included, reduced communications (telephone line), increased salaries, increased Outside Repair & Maintenance, and include line item for books. A deficit (\$23,000) budget is being submitted. Ms. Lindblom said the deficit budget is due to decreased property taxes, lower investment earnings, revenue remaining same and expenses increasing. She noted a deficit budget was submitted last year and the library was OK. Money from the Friends group is not included in the budget, but goes into Gifts & Memorials.

Ms. Rodriguez inquired about the loss/theft of books each year. Ms. Pfister replied it is low and old books are also kept, but should be replaced. The library is able to keep pace with new releases.

Ms. Lindblom said she hopes the City sees the library is submitting a deficit budget and that the library cannot afford a change in levy and all property tax is needed.

A motion to approve the FY 2017 budget as presented was made by Mr. Walter and seconded by Ms. Chacon.

Roll call: Gryder-yes, Walter-yes, LaChance-yes, Chacon-yes, Rodriguez-yes, Lindblom-yes, Johnson-yes. Passed 7-0.

### **Plaque for Historic Room**

Ms. Lindblom spoke with Fox Valley Trophy and Promotions regarding the plaque for the historic room. She showed an example of the wording and said the size was 6" x 10" at a cost of \$250 including shipping. She asked for approval before ordering and also said a special ceremony should be held.

## **New Business:**

### **School and Library Summer Program**

Trustee Rodriguez presented an idea of a possible event at the library. The school *media* specialists met and said they do not come to the library often due to a perception there is a lack of books. Therefore, they wish to help by holding a day of reading at the library along with activities and a book fair for pre-K through 6<sup>th</sup> grade. It would coordinate with the summer reading theme at the library.

They wish to hold the event on August 2nd and it would be open to the community to buy books and a percentage of the profits would be given to the library. The *media* specialists would give all their students information so they can take part. The event could be held in the children's room since the historic room is rented on that particular day. It was suggested the Friends might be interested in helping along with the teachers. Ms. Rodriguez said start-up cash would be needed, but the cash register is furnished. She also has ideas for events to coincide with Library programs and will work with Ms. Pfister.

**Executive Session:** None

**Adjournment:**

There was no further business and the meeting was adjourned at 7:55pm on a motion by Mr. Walter and second by Ms. LaChance. Voice vote approval.

Minutes respectfully submitted by  
Marlys Young, Minute Taker